

## UTILITY MAINTENANCE TECHNICIAN

### **DEFINITION**

Under general supervision, performs a variety of skilled tasks in the installation, maintenance and repair of power plants, generators, underground gas lines, and/or electric distribution systems, performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbent may specialize and be completely competent in any one or more of the following for the production and distribution of energy: power plants, cogeneration plants, generators, electrical distribution systems, and/or natural gas systems. Assignments are usually given verbally, but may be in writing and accompanied by sketches, diagrams, or blueprints. Position requires skilled and technical work experience. Work is subject to review in progress and upon completion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs operations to place electrical circuits and generating equipment in and out of service; performs and maintains equipment lubrication schedules inspects, services, calibrates and maintains automated control systems and instrumentation; responds to emergency situations in a calm, productive and timely manner; responds to emergency calls within thirty (30 minutes); assists in daily preventive, planned and breakdown maintenance activities in a safe, productive and timely manner, takes necessary actions to prevent or limit failure and to optimize efficiency; reads and interprets plans, drawings and specifications for electrical and natural gas; understands and responds to written instructions and logbook notations; performs housekeeping functions such as sweeping, dusting, picking up trash, wiping down equipment and hosing down areas of the plant; assists in maintaining a safe and environmentally compliant facility; assists in maintaining security at generation sites; accurately interprets and applies all Federal, State, local laws, rules and regulations; operates a City vehicle, forklift, and other mobile equipment; travels for training and/or other company business; adheres to and maintains a positive attitude and professional appearance; assists manager, supervisor and other staff with obtaining necessary supplies for projects; assists with meter reading; performs other duties and responsibilities as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** Graduation from high school or GED equivalent, and two years of experience in one of the following: the maintenance and repair of power plants, generators, underground gas lines, and/or electric distribution systems. Thirty college semester units of additional related education may substitute for one year of experience.

**Knowledge & Abilities - Knowledge of:** The equipment and procedures involved in the installation, maintenance and repair of power generating equipment, underground gas and electrical distribution systems, related laws, ordinances, rules, regulations, policies and procedures; emergency generating systems, occupational hazards and safety precautions, departmental policies, operations and goals.

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**Ability to:** Use all tools of the trade; read and interpret electrical, natural gas and construction specifications, diagrams, blueprints for electrical installations and facilities; effectively present instructions and information in writing and verbally to co-workers, the general public, and outside agencies; perform calculations necessary to determine and balance electrical loads; modify, alter and repair electrical and mechanical systems when replacement parts are not available; obtain FAA airport security clearance; perform physically strenuous tasks on a continuing basis in a variety of environmental conditions in a safety-conscious manner; understand and carry out verbal and written instructions; lift and transport materials and supplies weighing up to 100 pounds; perform accurate mathematical computations; maintain time and material records; ensure workload completion within established deadlines or emergencies; care for and maintain equipment that is operated in the course of one's duties; maintain professional appearance and conduct when dealing with the public and employees; learn and interpret various regulations, energy terminology, including municipal codes pertaining to various departments and operations; understand and utilize computerized and automated systems, including Microsoft applications; understand and carry out oral and written instructions with minimum supervision; use logic while interpreting and applying policies and precedent; establish and maintain effective working relationships with co-workers, supervisors and the general public; including outside agencies; operate City vehicles and other equipment in a safe and efficient manner; respond to emergency calls within thirty (30) minutes; performs related duties as required.

**Licenses & Certificates:** Possession of a valid California Class "C" driver's license.

**WORKING CONDITIONS**

Work is performed primarily in an outside environment in conjunction with other workers and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions: noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see within the normal color and distance with or without correction and have the ability to read printed material the size of typewritten characters. Incumbents must also hear in the normal range with or without correction. Incumbents must be physically and mentally able to efficiently perform the duties of the position with or without reasonable accommodation, and without hazard to themselves or others. Incumbents must be able to lift loads weighing up to 100 pounds. Incumbent must be able to open and close large valves by use of only the operating wheel. They must be able to distinguish and negotiate minimal clearances around machinery with moving parts. Incumbents must be able to work with small components. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent may be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule which may include weekends, holidays, evenings, rotating and/or varying eight or twelve hour shifts.

**APPROVED:**

  
**DIRECTOR OF HUMAN RESOURCES**

**DATE:** March 17, 2005

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

Msantana/jd/Utility Maintenance Technician/ 3-17-05